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State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

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May 2, 2003

To: County and District Superintendents

Option to NOT Receive California Reports for Teachers by Teacher

You have the option of not having California Reports for Teachers generated by teacher for your district. The purpose of this memo is to provide information about this report and your option to not receive the reports by teacher or class group. If you exercise this option, it will apply to all schools in the district, and your schools will receive grade-level reports rather than reports for each teacher or class.

The California State Board of Education added the California Report for Teachers to the 2003 STAR report package. This report will compare the results for each teacher's class to the school, district, and state results. In order to receive these reports for each teacher, school STAR coordinators are required to enter the teachers' names on the back of Scoring Service Identification Sheets (SSIDs or header sheets) and to package each class set of test booklets (grades 2 and 3) or answer folders (grades 4 – 11) with a header sheet for the teacher. (District STAR coordinators received complete directions for doing this at the STAR Pretest Workshops conducted by ETS and the California Department of Education.)

If the answer documents are submitted for scoring as class sets and the header sheets are coded with teacher names, the district will receive two reports for each teacher: one with the California Standards Test (CST) English-language arts results and a second with CST mathematics results. Only one copy of each report will be sent to the district to forward to the teacher whose name is on the report. If teacher names are not entered on the header sheets, the school will receive grade-level reports that include the school, district, and state results.

If you do not want reports for each teacher in your district, you may complete and return the attached form. If you submit this form, your decision will override any information coded on the header sheets for all schools in your district that would have generated reports for teachers or other groups. The form with your original signature is to be mailed to the address printed on the form and must be mailed to ETS no later than May 30, 2003. Please call the California Department of Education at 916-445-8765, if you have questions about the 2003 Reports for Teachers.

Thank you for your continuing support.

Sincerely,

Phil Spears, Director
Standards and Assessment Division



**CALIFORNIA DEPARTMENT OF EDUCATION
Standards and Assessment**

Request to Not Receive 2003 California Reports for Teachers

I am requesting that the 2003 STAR Reports for Teachers be produced only by grade level for all schools and programs within my school district. No reports are to be produced for individual classes or other groups that may be coded on the school Scoring Service Identification Sheets.

CD Code: ____ ____ ____ ____ ____ ____ ____

District Name: _____

Superintendent: _____
(Please Print)

Superintendent's Signature: _____

Date: _____

Mail completed form no later than May 30, 2003 to:

STAR Technical Assistance Center
2731 Syston Drive
Concord, CA 94618

Att'n: Linda Stoneall

Faxed forms and forms with signature stamps will not be accepted.